


Land Area (square miles):
7.838 Rank: 45/50

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STAFFING			
State Government FTEs (1992):		Number of Archives/Records FTEs per 1000 State FTEs:	
84,983		0.21	
Archives & Records FTEs (1994):		Average earnings for all full-time state employees	
Total	18*	(Oct. 1992):	\$31,740 per year
Archives	11.5	Salary ranges for entry level professionals	
Records Mgt	6.5	Archivist	\$22,200-24,000
*Does not include staff in the Records Center.		Analyst (entry level records manager)	\$23,000-25,000

ACCESS TO RECORDS IN STATE ARCHIVES	
<p>Reference services provided (FY 1994)</p> <p>Individual daily visits 7,870</p> <p>Mail requests 4,689</p> <p>Telephone requests 4,415</p> <p>Reference has been relatively stable over last 2 years.</p> <p>Services provided free of charge:</p> <p>Use of reference room</p> <p>Answers to in-state and out-of-state mail requests</p> <p>Faxes of documents or finding aids</p> <p>Commercial use of documents/photos</p>	<p>Arrangement and description activities (FY 1994)</p> <p>Records arranged and described 300 cu. ft. (50 series)</p> <p>Descriptions of holdings are provided through:</p> <p>Networks: RLIN</p> <p>Nonelectronic finding aids available at State Archives describe 15% of the holdings at the series level.</p> <p>Published finding aids produced by State Archives describe 10% of holdings at series level</p>

Access to Records in State Archives, cont.**Reference services, cont.****Services provided for a fee:**

Photocopies of documents or finding aids
 Typed certified copies or exemplifications

No fees have been initiated in last 2 years.

Arrangement and description, cont.

Automated finding aids accessible in-house describe 90% of State Archives holdings at the series level

Automated finding aids accessible remotely describe 85% of State Archives holdings at the series level.

FACILITIES**State Archives Building**

(owned by Secretary of the Commonwealth)

Constructed: 1986

Total storage capacity: 65,000 cu. ft.

Percent now occupied: 75%

Will be full in 10+ years

No construction planned

Existing environmental controls (ANSI standards):

100% year-round temperature controls

100% year-round humidity controls

100% fire detection

100% fire suppression

State Records Center

(owned by Secretary of the Commonwealth)

Constructed: 1986

Total storage capacity: 200,000 cu. ft.

Percent now occupied: 75%

Will be full in 5-10 years

No construction planned

Existing environmental controls:

10% year-round temperature controls

10% year-round humidity controls

10% fire detection

10% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES**Technical assistance provided by (FY 1994):**

No. completed 298 (state and local agencies)
 5 (nongovt repositories)

No. of agencies served 223 (state and local agencies)
 6 (nongovt repositories)

No. of local government units (1992):

14 counties 351 municipalities

Services to state and local government agencies

Training and consultation

Publications

Services to nongovernment repositories:

Training and consultation

State Archives may not accept original records from local governments.

MICROGRAPHICS

There are no centralized micrographics services for state or local government agencies in Massachusetts.

State Archives has not experienced redox problems.

State Archives stores security microfilm for state and local government agencies.

PRESERVATION POLICIES AND SERVICES**Preservation activities by State Archives (FY 1994)**

1 sheet mended 5 volumes disbound

3 sheets encapsulated 410 cu. ft. rehoused

State Archives does not have a written preservation plan but does have a written disaster plan.

State Archives does not have a preservation officer or employ a trained, full-time conservator.

Massachusetts does not have a statewide preservation plan.

AUTOMATED APPLICATIONS**State Archives uses the following automated applications:**

Finding aids RLIN, Word Perfect, Alpha 4, Access
 Accessioning Alpha 4
 Inventory control Alpha 4
 Records scheduling Word Perfect
 Correspondence Word Perfect
 Publications Word Perfect, Microsoft Word

cont.

Electronic Mail

State Archives staff can communicate within the agency, with other state government agencies, and with outsiders via the Internet.

NASIRE reports that government-wide e-mail is being implemented.

Automated Applications, cont.**Records Center uses the following automated applications:**

Finding aids	Wang VS 5000 PACE
Accessioning	Wang VS 5000 PACE
Inventory control	Wang VS 5000 PACE
Correspondence	MAC Microsoft Office
Space management	Wang VS 5000 PACE
Publications	MAC Microsoft Office

ELECTRONIC RECORDS

State Archives has an electronic records management program integrated with its regular program.

State Archives has scheduled dispositions for electronic records.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES**Definition of a record**

1973 statute
Includes e-mail and electronic records.

Public's right to access to government records

provided in statute.

Restrictions to specific classes of records

provided, no time limits set.

Permanent paper standards

1991 issuance

Optical imaging standards

None

Admissibility of microfilm

1968 statute

Admissibility of optical images

None

Admissibility of electronic records

1981 statute

Theft/defacement of a public record

1986 statute

Replevin

1951 statute

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**Information Resources Management**

Assigned to Office of Management Information Systems, Executive Office of Administration and Finance; State Archives is not active in the state's IRM work.

Information Policy Coordination

No activity reported.

Government Information Locator Service

No activity reported.

Electronic Access to Government Information and Services

NASIRE reports that Massachusetts is planning an integrated messaging system; initial implementation is through a commercial online provider, then Internet, then kiosks.

NGA reports a number of activities, including a statewide integrated data system and programs to facilitate child support enforcement.

Massachusetts State Government

<http://www.magnet.state.ma.us>

Massachusetts Library and Information Network
gopher://mlin.noble.mass.edu/

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS**Revised Vital Records Legislation Filed**

[NAGARA Clearinghouse 10:1 (Winter 1994)]

State Archivist participates in future of government computing forum

[NAGARA Clearinghouse 10:1 (Winter 1994)]

NEH Grant

[NAGARA Clearinghouse 10:2 (Spring 1994)]

Electronic Records Working Group Final Report

The Electronic Records Working Group, in partnership with the municipal clerk's association, issued its final report in June 1995 [NAGARA Clearinghouse 11:3 (Summer 1995)]

State Archivist appointed to Governor's Committee on Information Technology

NAGARA Clearinghouse 10:2 (Spring 1994)]

State Archives coordinating informal forum to examine network activities in all public jurisdictions

NAGARA Clearinghouse 10:3 (Summer 1994)]

Legislative Recordkeeping Program

[NAGARA Clearinghouse 10:4 (Fall 1994)]

FOR FURTHER INFORMATION

**State Archives and Records Management**

State Archivist
Massachusetts Archives
220 Morrissey Boulevard
Boston, MA 02125

Notes

The budget and staffing figures do not include the Records Center.

Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: Kathryn Hammond Baker, Massachusetts Archives at Columbia Point, 220 Morrissey Blvd., Boston, MA 02125. Phone: (617) 727-2816. Fax: (617) 727-8730.

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.